

Central Intelligence Agency



Washington, D.C. 20505

30 MAY 1985

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Dr. Jerry Oakley  
U.S. Department of Agriculture  
OFM/SHMD  
Room 1200  
Auditors Building  
14th & Independence Avenue, S.W.  
Washington, D.C. 20250

Dear Dr. Oakley:

In response to the letter from Mr. John Plummer, Director, Office of Federal Agency Programs, advising of the establishment of an Interdisciplinary Committee on Education, I appreciate the opportunity to comment regarding the four questions presented.

1. The categories of education and training considered most important to our safety and health professionals and of primary interest to the other employees, based on past experience, are: general safety awareness in office environments, asbestos detection and abatement, use of video display terminals, handling material and equipment, and noise protection.

2. Safety and health professionals are considered the most important insofar as receiving training and education, as they in turn must conduct the safety and health surveys of Agency facilities and the training of all categories of CIA employees. The next categories are collateral duty safety officers, who are responsible by CIA regulation for conducting surveys, supervisors and employees.

3. The types of media preferred by our personnel for conducting safety and health training are slide/tape, video tape, and 16 mm film.

4. I do not feel that methods used or courses presented by our personnel in safety and training would be applicable government-wide. We conduct a minimum of seven five-day safety and health courses a year open to all categories of CIA employees. Numerous shorter courses are also presented for special categories of employees. Some of the media, such as hazard recognition slides and training aids, are originated by our personnel and others are obtained from such sources as the Occupational Safety and Health Administration, National Safety Council and National Fire Protection Association.

The safety and health training of all categories of our employees is of great concern and I shall look forward to any assistance your Committee can provide. I am especially interested in a correspondence type training course suitable for collateral duty safety officers in the field.

Sincerely,

/s/ Harry E. Fitzwater

Harry E. Fitzwater  
Deputy Director  
for  
Administration

STAT SD/OMS:  23 MAY 1985)

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Date 5/16/85

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#1 - FOR ACTION

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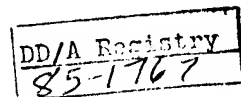
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OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

**U.S. Department of Labor**

Occupational Safety and Health Administration  
Washington, D.C. 20210

Reply to the Attention of:



MAY 13 1985

Mr. Harry Fitzwater  
Deputy Director for  
Administration  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Fitzwater:

The Federal Advisory Council on Occupational Safety and Health has recently established an Interdisciplinary Committee on Education. The Committee is charged with the expansion and standardization of occupational safety and health education and training efforts in the Federal sector. As the Designated Agency Safety and Health Official for your agency, your help is requested to assist the Committee in the completion of its activities.

The Committee will be: (1) identifying and compiling existing education and training resources, (2) coordinating efforts to standardize minimum course requirements and components, (3) establishing priorities for development of future education and training courses, and (4) examining possible applications of new methods and technologies to occupational safety and health education and training. The Committee has established working groups in each of these areas.

Initially, the Committee needs your assistance with items (3) and (4) above. The Committee is soliciting agency input that will enable establishment of education and training priorities. Future priorities will be based on agency needs and interests. Please consult with your agency safety and health professionals and respond to the following questions:

1. What areas or categories of education and training for safety and occupational health professionals, collateral duty personnel, supervisors, and other related personnel would you rank as most important to your agency objectives over the next five years (e.g., hazardous material handling, inspection practices, noise protection)?

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2. Which employee groups would you rank as most important to receive occupational safety and health education and training during the next five years (e.g., safety and occupational health professionals, collateral duty personnel, supervisors, employees and employee representatives)?

3. In what types of media would you most like to see new education and training courses prepared (e.g., slide/tape, video tape, program instruction manuals, computerized program instruction, traditional lecture/manual)?

4. What new methods or approaches has your agency used to provide safety and occupational health education and training (or other education/training) which might be applicable Government-wide?

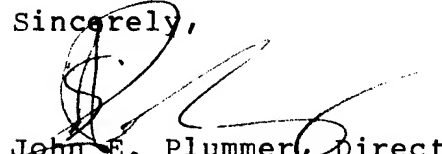
Please return your responses to these questions to the address below before July 1, 1985:

Dr. Jerry Oakley  
U.S. Department of Agriculture  
OFM/SHMD  
Room 1200  
Auditors Building  
14th & Independence Avenue, S.W.  
Washington, D.C. 20250

Suggestions for possible additions to the Committee from your agency or inquiries into Committee activities should also be directed to Dr. Oakley (475-5716). Your participation is welcomed.

Thank you for your assistance in this matter. I look forward to the enhancement of the quantity and quality of occupational safety and health education and training that our joint cooperative efforts can achieve.

Sincerely,



John E. Plummer, Director  
Office of Federal Agency Programs